

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 12

December 17, 2014

APPROVED BY THE BOARD OF POLICE COMMISSIONERS ON DECEMBER 16, 2014

SUBJECT: DEPARTMENT EMPLOYEE-INVOLVED TRAFFIC COLLISION
REPORTING, INVESTIGATION AND ADJUDICATION - REVISED;
AND FLEET SAFETY REPORT, FORM 01.13.00 - REVISED

PURPOSE: The Department has identified the need for a systematic timely review and improved tracking system to document the completion of each step of the employee-involved traffic collision adjudication process. This Order revises the reporting, investigation and adjudication process and revises the Fleet Safety Report, Form 01.13.00. This Order also adds a bureau level of review to the adjudication process and reactivates the Executive Fleet Safety Committee for specific types of traffic collisions.

PROCEDURE:

- I. DEPARTMENT EMPLOYEE-INVOLVED TRAFFIC COLLISION REPORTING, INVESTIGATION AND ADJUDICATION - REVISED. Attached are the revised Manual Sections regarding administrative procedures for employee-involved traffic collisions. The revised sections implement a tracking system to be maintained by Traffic Coordination Section (TCS), Emergency Operations Division (EOD). The adjudication process has also been revised to include an additional level of review by the employee's bureau commanding officer. Additionally, an Executive Fleet Safety Committee, established in 2002, will be convened to adjudicate specific employee-involved traffic collisions.

Note: Flow charts explaining the administrative review process for Level 1-3 traffic collisions and Level 4 traffic collisions are attached for reference.

- II. FLEET SAFETY REPORT, FORM 01.13.00 - REVISED. The Fleet Safety Report, Form 01.13.00, has been revised.
 - A. Use of Form. The Fleet Safety Report will be used to document the adjudications of employee-involved traffic collisions.

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- B. Completion.** This form is to be completed by the Department Fleet Safety Coordinator (DFSC), TCS, EOD, and by the respective Area/division in compliance with procedures and timelines listed in Manual Section 3/207. The Fleet Safety Report Completion Guidelines have been created to assist in the completion of the Fleet Safety Report.
- C. Distribution.** The Fleet Safety Report is initiated by the DFSC and then forwarded to the involved employee's bureau and Area commanding officers or to the Department Traffic Coordinator for the Executive Fleet Safety Committee. After the disposition of the traffic collision, the form will be distributed as follows:
- 1 - Original, DFSC, TCS, EOD.
 - 1 - Copy, involved employee, via the employee's C/O.
 - 2 - TOTAL

FORM AVAILABILITY: The Fleet Safety Report and Completion Guidelines are available through TCS, EOD. A copy has been attached for reference. All other versions of the Fleet Safety Report shall be marked "obsolete" and placed in the divisional recycling bin.

AMENDMENTS: This Order adds Section 2/093.20, amends and renumbers Sections 3/205-207.95, amends Sections 4/440.10-440.25 and deletes Section 3/827 from the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Internal Audits and Inspections Division, will review this directive and determine whether an audit or inspection will be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK
Chief of Police

Attachments

DISTRIBUTION "D"

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093.20 EXECUTIVE FLEET SAFETY COMMITTEE. The Executive Fleet Safety Committee (EFSC) will be convened by the Department Traffic Coordinator (DTC) to review all traffic collisions involving "A" or "K" injuries; traffic collisions that resulted from the consumption of alcohol or drugs or which may result in a criminal filing; or a traffic collision(s) resulting in an employee accruing eight or more points or four preventable traffic collisions within 36 months. The EFSC consists of:

- Department Traffic Coordinator – Chairperson;
- Special Assistant for Constitutional Policing;
- Involved employee's commanding officer;
- Involved employee's bureau commanding officer;
- Commanding Officer, Training Division;
- Commanding Officer, traffic division of occurrence, or traffic division from the employee's bureau of assignment if the collision occurred outside the City; and,
- Peer member (same rank) of the involved employee, as selected by the Chairperson of the Executive Fleet Safety Committee; and,
- Assistant to the Director, Office of Operations.

When a committee member is unavailable, an alternate may serve with approval of the EFSC Chairperson. The DTC may grant permission for a Command Staff member to observe the proceedings, with no participation.

The involved employee(s) and their representative may be present during the presentation of the traffic collision facts before the EFSC. They may not be present during the Committees' deliberations.

The EFSC will make a recommendation for adjudication to the Chief of Police (COP). The Commanding Officer (C/O), Emergency Operations Division (EOD), will submit the EFSC recommendation to the COP within 30 business days. The COP will make the final adjudication within 30 business days. The employee will be notified in writing of the decision by the C/O, EOD. The employee has 30 business days to submit a written appeal (pursuant to Manual Section 3/207.50).

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205. FLEET SAFETY PROGRAM - RESPONSIBILITIES. Bureau/Area/Division commanding officers (C/O) are responsible for fleet safety and establishing a Fleet Safety Program which provides for:

- A reduction in employee-involved traffic collisions;
- Training for those employees with deficient driving skills; and,
- A systematic and timely review of employee-involved traffic collisions. A Fleet Safety Report (FSR), Form 01.13.00, will be generated by the Department Fleet Safety Coordinator (DFSC), Traffic Coordination Section (TCS), Emergency Operations Division (EOD), and must be completed by the concerned employee's commanding officer, when a traffic collision occurs involving the following:
 - * The operator of a vehicle or conveyance is owned, leased, or rented by the City;
 - * The operator of a non-City vehicle or conveyance that is either loaned to the Department or is the responsibility of another law enforcement agency;
 - * A passenger in a vehicle or conveyance (as described above) whose actions directly result in a collision; or,
 - * The last operator of a vehicle or conveyance (as described above), which was involved in a collision while illegally or improperly parked on a highway or on private property.

206. TRAFFIC COLLISIONS INVOLVING DEPARTMENT VEHICLES OR EMPLOYEES. Any on-duty or off-duty Department employee (or Specialist Volunteer, Police Cadet or Reserve Officer) while acting within the scope of his/her duties, who becomes involved in a traffic collision or becomes aware of a traffic collision involving a Department vehicle, must report the traffic collision to his/her watch commander or officer in charge and comply with procedures in Manual Section 4/440.10.

Note: If an unassigned Department vehicle parked at a police parking lot or garage displays evidence of traffic collision damage which has not been reported, the watch commander of the division to which the vehicle is assigned must cause an investigation to be completed and a Traffic Collision Report (TCR) prepared if warranted.

Supervisor's Responsibilities – Traffic Collisions Involving Department Vehicles. A supervisor dispatched to the scene of a traffic collision must conduct a preliminary assessment of the circumstances surrounding the traffic collision and take whatever initial actions are necessary including preserving evidence and ensuring arrangement for medical treatment. The supervisor must telephonically notify the involved employee's watch commander of the preliminary findings.

Watch Commander's Responsibilities. When the employee's watch commander or officer in charge becomes aware of a Department employee-involved traffic collision, he/she must ensure a bureau collision investigation unit or Multi-Disciplinary Collision Investigation Team (MCIT) responds and a TCR is taken, if required. If practical, a supervisor from the involved employee's Area/division should be dispatched to the scene of each traffic collision which requires a TCR.

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When notified of an employee-involved traffic collision involving "A" or "K" injuries or a traffic collision that resulted from an employee's gross negligence, consumption of alcohol or drugs, or negligent or reckless disregard for safety, the employee's watch commander must coordinate with the concerned bureau traffic division watch commander to request MCIT to respond.

Note: Discovery: electronic data, videos and other documents may be reviewed by the officer(s) before completing their reports and/or prior to the appeal process.

Traffic Division/Multi-Disciplinary Collision Investigation Team's Responsibilities. For all Department employee-involved traffic collisions, the traffic division watch commander must ensure a bureau collision investigation unit or MCIT (Manual Section 4/412) responds and a TCR is taken, if required.

Additionally, the bureau traffic watch commander or the MCIT supervisor must notify the DFSC, as soon as practical, via an e-mail to FleetSafetyCoord@lapd.lacity.org, with the following information:

- Involved employees' names, serial numbers and division of assignment;
- Incident or Division of Records number;
- Date, time and location of the traffic collision;
- Shop number;
- Brief description of the traffic collision, including type of injuries; and,
- Person completing the notification.

The Collision Investigation Follow-up Unit (CIFU) of the traffic division investigating an employee-involved traffic collision will:

- Forward two copies of the employee-involved TCR, which has been audited and approved for distribution to Traffic Coordination Section, Emergency Operations Division, within 30 business days of the incident;
- Forward a copy of the employee-involved TCR, which has been approved for distribution to the involved employee's C/O within 30 business days of the incident; and,
- Forward all original reports to Records and Identification Division.

207. EMPLOYEE-INVOLVED TRAFFIC COLLISIONS – ADMINISTRATIVE REVIEW PROCESS.

Department Traffic Coordinator's Responsibilities. The Commanding Officer (C/O), Counter-Terrorism and Special Operations Bureau (CTSOB), is the Department Traffic Coordinator (DTC) and has the final review and adjudication authority of all employee-involved traffic collisions, except those adjudicated by the Executive Fleet Safety Committee (EFSC). The authority for the review and adjudication of minor traffic collisions is exercised through the C/O, Emergency Operations Division (EOD). The DTC will:

- Convene the EFSC for all traffic collisions involving "A" or "K" injuries, consumption of alcohol or drugs or which may result in a criminal filing, or traffic collision(s) resulting in

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an employee accruing eight or more points or four preventable traffic collisions within 36 months;

- Adjudicate all traffic collisions involving an employee's gross negligence or reckless disregard for safety (action creates a high risk of death or serious bodily injury);
- Adjudicate all minor traffic collisions involving differing adjudications by the bureau and Area/division by completing the DTC section of the Fleet Safety Report (FSR). If the points assigned to the traffic collision differ from the employee's C/O's recommendations, recalculate the accrued point totals and determine if any of the point remediation thresholds have been met and take appropriate action. If the DTC adjudication differs with the bureau recommendation, the DTC must consult with the concerned Office Director prior to making the final adjudication; and,
- Examine the employee's appeal documentation, make a recommendation, including a rationale, and forward to the Chief of Police for final adjudication.

Emergency Operations Division's Responsibilities. The C/O, EOD, will:

- Provide staff support to the DTC;
- Maintain the Department's Fleet Safety database including all dates associated with the timelines listed in these procedures and retain files of all Traffic Collision Reports (TCRs);
- Upon notification of an employee-involved traffic collision, update and maintain the tracking system to properly document the completion of each step in the review process;
- Send a copy of the TCR to Training Division (TD) for all traffic collisions involving injuries (visible, "A" or "K") within 20 business days of receipt of the TCR for TD to coordinate the Traffic Collision Debrief;
- For minor traffic collisions, forward the FSR package for adjudication to the employee's bureau C/O within 20 business days of receipt of the TCR;
- For all traffic collisions involving an employee's gross negligence or reckless disregard for safety (action creates a high risk of death or serious bodily injury), forward the FSR package within 20 business days to the DTC for adjudication;
- For all traffic collisions involving "A" or "K" injuries or traffic collisions that resulted from the consumption of alcohol or drugs or which results in a criminal filing, forward the FSR package within 20 business days to the DTC for the EFSC;
- For all traffic collisions resulting in an employee accruing eight or more points or four preventable traffic collisions within 36 months, forward the FSR package within 20 business days of receipt from the bureau to the DTC for the EFSC;
- Upon receipt of the final FSR package and related documents, review the adjudication to ensure compliance with Department guidelines, update the points in the Fleet Safety Database and on the involved employee's Training Evaluation and Management System (TEAMS) Report;

Note: If the adjudication does not comply with Department guidelines, the package will be submitted to the DTC for final adjudication.

- Notify the employee and the employee's C/O of the classification recommendation by the EFSC, or if the DTC changes the adjudication in any way (i.e., preventable or non-preventable, collision level or corrective action) within 20 business days of the decision;

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- Where the DTC has, as a result of a Preventable Traffic Collision appeal, changed the point value or the determination of a “preventable” traffic collision, update the employee’s TEAMS Report and advise the employee and the employee’s C/O, via an Intradepartmental Correspondence, Form 15.02.00, within 20 business days of the DTC decision;
- Initiate a complaint investigation within ten business days of final adjudication for all preventable Level Four Collisions or for each employee wherein the final adjudication includes a personnel complaint;
- Receive all written appeals and forward them to the DTC;
- Compile a monthly report on all overdue FSRs and provide it to all Area/division/bureau C/Os of involved employees; and,
- Provide additional information regarding employee-involved traffic collisions to Legal Affairs Division and the Department Risk Manager, as needed.

Administrative Review of Minor Traffic Collisions Not Resulting in Severe or Fatal Injuries. The DFSC will compile the FSR package, which consists of the FSR, a point history, a collision history, and a copy of the completed Traffic Collision Report, CHP Form 555. For minor traffic collisions except those involving “A” or “K” injuries, or traffic collisions that resulted from an employee’s gross negligence or reckless disregard for safety, consumption of alcohol or drugs or which may result in a criminal filing, the DFSC will forward the package to the involved employee’s bureau C/O (or to the Chief of Staff for collisions involving Direct Reports) within 20 business days.

The bureau C/O must forward the FSR package to the employee’s C/O within ten business days. The employee’s C/O will complete the adjudication, advise the employee of the recommended adjudication, and submit the package to the bureau within 45 business days. The bureau must forward the FSR package to the DFSC for final review within 20 business days of receipt from the Area/division. If the traffic collision involves a Direct Report, the adjudication will be handled by the Chief of Staff. The bureau/Area/division C/Os must comply with the FSR completion guidelines.

If the employee’s C/O determines a Complaint, Form 01.28.00, should be generated, the C/O should initiate the complaint prior to submitting the FSR to the bureau for review. The statute date for the personnel complaint, as it pertains to the traffic collision, shall be one year from the date the collision occurred, or one year from the date of the discovery of the collision.

If the traffic collision meets the criteria for submission to the EFSC, no complaint will be generated by the employee’s C/O and the necessity for a complaint will be determined by the EFSC. The statute date will remain as one year from the date of the collision, or one year from the date of the discovery of the collision. For both scenarios, the statute date for misconduct other than collision factor, will be one year from the date the misconduct was discovered by a supervisor.

Note: Adjudications of employee-involved traffic collisions must be conducted by command staff of at least one civil service rank above the concerned employee and within their chain of command.

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Administrative Review of Traffic Collisions Involving Employee's Gross Negligence or Reckless Disregard for Safety. For traffic collisions involving an employee's gross negligence or reckless disregard for safety when such action creates a high risk of death or serious bodily injury, the DFSC will forward the FSR package to the DTC within 20 business days of receipt.

Administrative Review of Traffic Collisions Resulting in Severe or Fatal Injuries/Reviewed by the Executive Fleet Safety Committee. For traffic collisions involving "A" or "K" injuries, consumption of alcohol or drugs or which may result in a criminal filing; or traffic collision(s) resulting in an employee accruing eight or more points or four preventable traffic collisions within 36 months, the DFSC will compile the FSR package and forward it within 20 business days to the DTC. The DTC will convene the EFSC within 60 business days of receipt of the FSR package from the DFSC. The Committee's recommendation will be submitted to the Chief of Police for final adjudication.

207.20 TRAINING DIVISION, RESPONSIBILITIES. Training Division will coordinate the Traffic Collision Debrief for all traffic collisions involving injuries (visible, "A" or "K"). When directed training is required, the Commanding Officer (C/O), Training Division, must ensure the corresponding Division of Records (DR) number and the reason for the training (e.g., Traffic Collision Debrief, three points accrued within 24 months) is entered into the Training Evaluation and Management System for the involved employee.

207.30 EMPLOYEE-INVOLVED TRAFFIC COLLISION POINT SYSTEM CRITERIA. The criteria for the point system lies in the following four levels of preventable traffic collisions:

Level One Collision.

- Disregard for safety, not an issue; and,
- Complained of injuries or no injuries.

Level Two Collision.

- Disregard for safety, not an issue; and,
- Traffic collisions with visible injuries not amounting to "A" or "K."

Level Three Collision. A Level Three Collision involves any of the following:

- Unauthorized Code Three;
- Unsafe speed for conditions;
- Failure to yield/stop; and/or,
- Other unsafe driving.

Level Four Collision. Preventable Level Four Collisions will result in a personnel complaint, directed driver training, and other action deemed appropriate by the Executive Fleet Safety Committee (EFSC) or Department Traffic Coordinator (DTC). A Level Four Collision involves any of the following:

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- Traffic collisions with “A” or “K” injuries or that result from the consumption of alcohol or drugs, or which result in a criminal filing against the employee; or,

Note: Level Four Collisions (preventable and non-preventable) with “A” or “K” injuries or which result from the consumption of alcohol or drugs, or which result in a criminal filing against the employee will be reviewed by the EFSC and recommendation(s) submitted to the Chief of Police for final adjudication.

- Traffic collisions involving an employee’s gross negligence or reckless disregard for safety (action creates a high risk of death or serious bodily injury).

Note: All traffic collisions involving the employee’s gross negligence or reckless disregard for safety will be adjudicated by the DTC.

Point Count Criteria and Guidance and Remediation Thresholds. A preventable traffic collision that meets the criteria of any of the four levels must be assigned a number of points according to the schedule below. Points accrue for each traffic collision on the date of the collision and remain countable for 36 months from the date of the collision. After 36 months, the point or points are no longer countable toward the total.

Non-Preventable Collisions:	0 points
Level One Collision:	1 point
Level Two Collision:	2 points
Level Three Collision:	3 points
Level Four Collision:	4 points

When three points are accrued in 24 months, the C/O must direct the employee to a formal standardized driver improvement training course conducted by Training Division (Directed Driver Training) and take any additional action deemed appropriate. This training does not reduce the point count.

When an employee accrues five to seven points in 36 months, the C/O must prohibit the employee from driving a City vehicle for six months (Driving Restriction) and take any additional action deemed appropriate, which may include, but is not limited to, formalized driver training, a loan to a Traffic Division, a written safe driving course, or an appearance at roll calls to explain occurrence.

Note: If an employee with a six-month driving restriction is promoted or transferred to a position which requires driving, the decision to rescind the driving restriction will be made by the DTC. If the driving restriction remains, then the employee’s probationary period must be extended for the remaining period of the driving restriction.

When an employee accrues eight or more points or four preventable traffic collisions within 36 months, the DFSC will forward within 20 business days the Fleet Safety Report (FSR) package to the DTC. The DTC will convene the EFSC for appropriate action, which may include the administrative transfer of the concerned employee after the final adjudication of the latest preventable traffic collision appeal. The employee will be transferred to another

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geographic division and will not be permitted to drive a City vehicle or return to the prior division for one year. The current administrative transfer process will be applied and the employee may submit three choices for a transfer location. The new division of assignment will be determined by the Department, and the employee may or may not be transferred to a division of their choice. The Chief of Police retains the final authority to approve or disapprove administrative transfers pursuant to this policy.

Point Count Reduction. If an employee attends formal driver improvement training of at least four hours in length conducted by a bona fide traffic school on a voluntary, off-duty basis without compensation, the Department will remove one point from the employee's point count. The voluntary training is acquired by the employee for the employee's own benefit. This may be done no more than once in any 24-month period. The employee must forward a copy of the certificate of completion to the DFSC to be filed with the FSR Package.

207.50 APPEAL OF PREVENTABLE TRAFFIC COLLISION FINDING OR INCIDENT POINT VALUE. Whether an employee does or does not respond orally or in writing to the commanding officer (C/O) or Department Traffic Coordinator's (DTC) determination or to the Executive Fleet Safety Committee (EFSC), if the employee wishes to appeal the C/O or DTC's findings or EFSC's recommendations, the employee will have only one appeal per incident as follows:

- Within 30 business days of receiving the C/O or DTC's findings or the EFSC recommendations, the employee must submit a written appeal on an Employee's Report, Form 15.07.00, to the Department Fleet Safety Coordinator (DFSC);
- The appeal must be forwarded to the DFSC with a copy of the Traffic Collision Report, the C/O or DTC's findings or EFSC's recommendations, a statement of the disposition the employee wants, and the reasons the employee believes the requested disposition should ensue; and,
- The employee may submit other documents or evidence relevant to the appeal with the Employee's Report. The appeal must only concern the point-value assigned to the collision and/or the finding of "preventable." The employee may request additional discovery items through their chain of command which will be provided in allowance by using the same guidelines used in a Board of Rights. A request will be forwarded to the DTC for approval. The employee will only be entitled to copies and materials used to substantiate the decision as to the matter being appealed.

Previous preventable traffic collisions which were not appealed in a timely manner or which have already been otherwise adjudicated will not be the subject of this preventable traffic collision appeal.

Exception: If an employee accrues eight or more points or four preventable traffic collisions within 36 months and is going to be administratively transferred, the employee may contest the finding of "preventable" on the current traffic collision and the point-count value of any of the counted traffic collisions. If as a result of the Preventable Traffic Collision Appeal, it is determined that the total number of points does not exceed the 8 point count, the employee shall have the right of first refusal to be immediately transferred back to the division from

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which he/she was administratively transferred subject to the approval of the Chief of Police (COP).

Employees will be entitled to an employee representative to assist in formulating a written appeal in accordance with the provisions of the applicable Memorandum of Understanding. The DFSC will forward the appeal documentation to the DTC. If the employee and their representative elect to, they may do an in-person appeal to the EFSC. This request should be submitted with their written appeal and the DTC will schedule the employee for an in-person appeal before the EFSC. The EFSC will either uphold or reject the initial finding of "preventable."

The DTC will review the employee's written appeal, and findings of the EFSC if applicable, and make a recommendation to the COP within 30 business days. The COP will render a written decision, including rationale, within 30 business days. The written decision and rationale by the COP will be sent to the C/O, Emergency Operations Division, to distribute to the employee, the employee's C/O and the DFSC.

The decision of the COP is final and binding. If no written appeal as described in this policy is filed by the employee within 30 business days of receiving the C/O or DTC's findings or the EFSC recommendations, the matter is closed and final. All timelines in this Order, not covered by law, statute, or charter, may be extended when due to articulable, exigent circumstances, with the approval of the DTC. Exigent circumstances include, but are not limited to, analysis of evidence, employee injury, and/or criminal prosecution.

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440. CITY PROPERTY – INVOLVED TRAFFIC COLLISION.

440.10 DUTIES OF EMPLOYEES INVOLVED IN A TRAFFIC COLLISION. When employees, or Specialist Volunteers, Police Cadets and Reserve Officers, become directly involved in or participate in events leading to a City Property Involved (CPI) traffic collision while operating or riding in City-owned vehicles or acting within the scope of their official duties, they will:

- Notify their watch commander or officer in charge (OIC) of the traffic collision, who will ensure that a unit and a supervisor are assigned to respond;
- If unable to notify their watch commander or OIC, immediately request a Communications Division operator to dispatch a collision investigation unit and a supervisor to the scene (Manual Section 3/206);
- Cooperate with the concerned investigative officers dispatched to the scene. When investigating officers are from an agency other than this Department, Department employees' statements concerning their involvement will only include their personal identification, registration information for the vehicle they are in, and a description of their direction of travel. Information relating to the conduct of Department employees must be regarded as confidential for the use of the City Attorney (CA). Complete statements as to the identity, actions, and statements of persons other than Department employees may be made;
- Comply with local ordinances and Vehicle Code provisions relating to traffic collisions;
- For traffic collisions that do not involve severe or fatal injuries, complete a Narrative/Supplemental, CHP Form 556; and,

Note: An officer involved in a CPI traffic collision must use the address and telephone number of his/her Area of assignment in the completion of the Traffic Collision Report.

- For traffic collisions involving severe or fatal injuries and any other traffic collision investigated by Multi-Disciplinary Collision Investigation Team, provide a compelled statement to the investigating officer.

Note: Prior to providing a compelled statement, the involved employee may, when practical, review the Digital In-Car Video System footage captured during the incident, consistent with Department Manual Section 3/579.13.

Traffic Collision Occurring Outside the City. When the CPI traffic collision occurs outside the City and a Los Angeles Police Department Collision Investigation Unit is not dispatched to the scene, the involved employee must:

- Immediately notify his/her watch commander or OIC, or Real-Time Analysis and Critical Response Division (RACR) if their watch commander or OIC is not available;
- Complete the necessary traffic collision reports upon his/her return to the City in compliance with Traffic Manual Section 3/702; and,

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- Notify the Liability Section, CA's Office, when the collision results in injury, death, or serious property damage. When it is impractical to notify the CA's Office, the notification will be made to RACR and the nearest traffic division's watch commander, who will notify the watch commander at the employee's Area of assignment and the CA's Office.

440.20 ADVISING OTHER PARTIES WHEN DEPARTMENT EMPLOYEE

INVOLVED IN TRAFFIC COLLISION. When an employee is involved in a collision with a person not a member of this Department, the employee must urge the person to remain at the scene of the traffic collision until the arrival of a collision investigation unit. If the person insists upon leaving the scene, the employee must obtain:

- The person's name and address;
- The location where he/she may be interviewed;
- The license number of his/her vehicle; and,
- The number of his/her driver's license or other valid identification.

440.25 INVESTIGATING OFFICER'S DUTIES WHEN CITY PROPERTY INVOLVED

IN TRAFFIC COLLISION. An officer conducting an investigation at the scene of a City property-involved traffic collision must:

- Request that a supervisor be dispatched to the scene, if one has not been requested, when the traffic collision involved Department-owned or operated equipment, or a Department employee (Manual Section 3/206);
- Notify a supervisor and Multi-Disciplinary Collision Investigation Team when the collision involves on-duty Department personnel and an "A" or "K" injury is sustained by any involved person;
- Take photographs depicting the extent of damage or lack of damage, and other pertinent details; and,
- Complete the necessary reports.

Note: The Traffic Collision Report, CHP Form 555, will be processed as an internal report only (similar to an Employee's Report, Form 15.07.00) when:

- There are no injuries;
- All vehicles and "property other" parties involved are owned by the City of Los Angeles;
- The collision involves **minor** property damage (small dents or paint transfer) only;
- A supervisor's approval has been obtained;
- Include seat belt information; and,
- Ensure that the traffic reports are marked "CPI."

Notify the Liability Section, City Attorney's (CA) Office, by telephone when the collision results in an injury, no matter how slight, to a person other than a City employee.

Exception: The CA's Office need not be contacted when property of the Department of Airports, Harbor Department, or Department of Water and Power is the only City property involved in a traffic collision.

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Investigation Criteria. A Class II (Manual Section 4/415.07) City property-involved traffic investigation may be conducted where there is property damage between a City vehicle and a parked, unattended vehicle or any other property when the following criteria are met:

- There is minor property damage only;
- There are no injuries;
- A traffic supervisor has been called to the scene and has given approval for a Class II investigation;
- Photographs depicting the extent of damage or lack of damage and other pertinent details are taken; and,
- Party and/or witness statements are included in the narrative.

Exception: When the party and/or witness is an on-duty employee or on-duty Specialist Volunteer, Police Cadet or Reserve Officer, all statements must be included on the Narrative/Supplemental, CHP Form 556, unless a compelled statement is given.

Note: The approving supervisor's name and serial number must be included in the narrative of the Class II report.

On-Duty Officer or Firefighter Involved in Traffic Collision. When an on-duty peace officer or firefighter operating an authorized emergency vehicle is involved in a traffic collision, the investigating officer must complete the "Special Conditions" box, CHP Form 555, by including the following information:

- The officer's or firefighter's vehicle involvement number, (e.g., V-1 or V-2, etc.); and,
- The words "on-duty, emergency vehicle" (abbreviate if necessary).

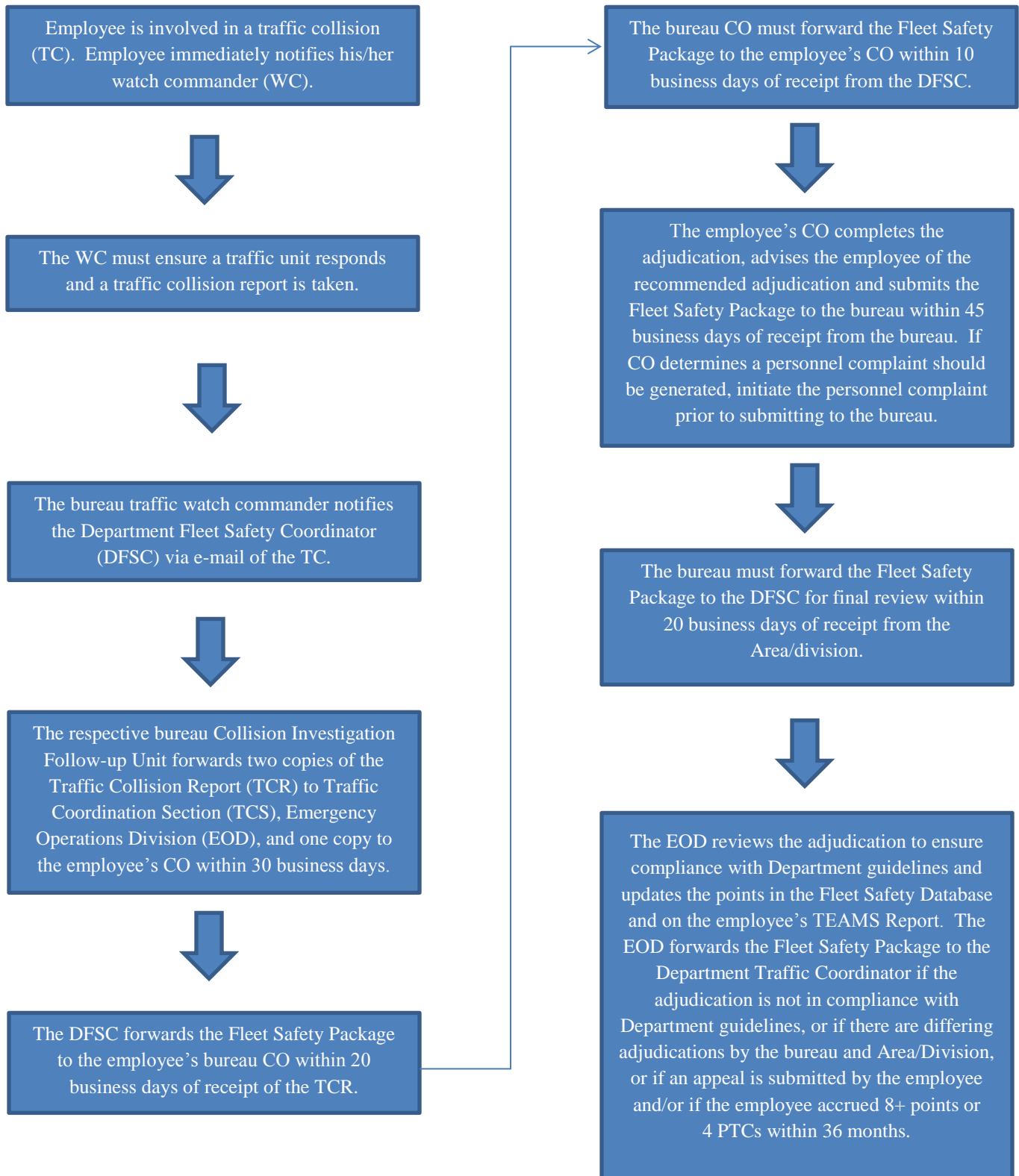
The supervisor approving a traffic collision report involving an on-duty peace officer or firefighter must ensure that the information in the "Special Conditions" box is completed prior to approving the report.

Note: For the purposes of reporting, an authorized emergency vehicle is any state or municipally-owned vehicle operated by an on-duty peace officer or firefighter in the performance of his/her duty.

EOD - DFSC	COLLISION DATE AND TIME / /	LOS ANGELES POLICE DEPARTMENT FLEET SAFETY REPORT		DR	DIVISION	
	NAME (LAST, FIRST, MI) <input type="checkbox"/> DRIVER		SERIAL NO.	RANK/CLASS	DATE APPOINTED DEPT. / /	
EOD - DFSC	ADDITIONAL TRAFFIC COLLISION HISTORY					
	DATE	CLASS	PENALTY	DATE	CLASS	PENALTY
	7 / /			11 / /		
	8 / /			12 / /		
	9 / /			13 / /		
	10 / /			14 / /		
	15 / /			16 / /		
DTC OR EOD	FINAL ADJUDICATION OF LEVEL 1, 2 OR 3 TRAFFIC COLLISION (ADJUDICATION WILL BE COMPLETED BY EOD IF THE BUREAU AGREES WITH THE AREA/DIVISION'S RECOMMENDATIONS). <input type="checkbox"/> CONCUR WITH AREA RECOMMENDATION <input type="checkbox"/> CONCUR WITH BUREAU RECOMMENDATION <input type="checkbox"/> REFER TO EXECUTIVE FLEET SAFETY COMMITTEE <input type="checkbox"/> OTHER ADJUDICATION INDICATE:					
	DOES ADJUDICATION CONFLICT WITH BUREAU RECOMMENDATION? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, DEPARTMENT TRAFFIC COORDINATOR CONSULTED WITH CONCERNED OFFICE DIRECTOR ON / /					
EFSC OR DTC	DTC OR C/O, EOD NAME/SIGNATURE SERIAL NO. DATE RECEIVED FROM EOD: / /					
	DATE RECEIVED BY EOD FROM DTC: / /					
EFSC OR DTC	LEVEL 4 COLLISION - EXECUTIVE FLEET SAFETY COMMITTEE OR DEPARTMENT TRAFFIC COORDINATOR <input type="checkbox"/> NON-PREVENTABLE <input type="checkbox"/> PREVENTABLE IF PREVENTABLE, <input type="checkbox"/> 4 POINTS AND <input type="checkbox"/> 01.28.00 CF No.: _____ <input type="checkbox"/> DIRECTED DRIVER TRAINING <input type="checkbox"/> DRIVING RESTRICTION FROM _____ TO _____ <input type="checkbox"/> ADMINISTRATIVE TRANSFER <input type="checkbox"/> OTHER (SPECIFY)					
	APPEAL SUBMITTED <input type="checkbox"/> YES <input type="checkbox"/> NO DATE RECEIVED: / / APPEAL DECISION:					
FINAL ADJUDICATION: <input type="checkbox"/> PREV <input type="checkbox"/> NP COMMENTS:						

Employee-Involved Traffic Collisions – Administrative Review Process

Level 1-3 Traffic Collisions



Employee-Involved Traffic Collisions – Administrative Review Process

Level 4 Traffic Collisions

Traffic Collisions with “A” or “K” injuries or that result from an Employee’s Gross Negligence or Reckless Disregard for Safety, Consumption of Alcohol or Drugs or which may result in a Criminal Filing.

Traffic Collisions that resulted in the Accrual of 8+ Points or Four Preventable Traffic Collisions within 36 months.

